

**Administrative Coordinator
Job Description**

Scope of Work: The Administrative Coordinator serves in a support capacity to the Executive Director, other staff, and to the Board of Directors of the Community Foundation of the Gunnison Valley (CFGV) in the areas of finance, government filings, communications, scholarships, Defensive Driving Award, logistics, office management, greeting visitors and general administration.

Accountability: Administrative Coordinator is accountable to the Executive Director

Authority: The Administrative Coordinator is authorized to execute those procedures and activities outlined as requested or approved by the Executive Director.

Specific responsibilities are:

- Provide in-house support for out-sourced bookkeeping/accounting service, including
 - coordination of accounts receivable, deposits, accounts payable (including payroll and endowed fund distributions)
 - inter-fund transfers
 - accounts reconciliation and fund asset rebalancing
 - preparation for annual audit and submittal of annual Form 990 by providing reports to the Auditor
 - periodic compliance filings with and payments to the State of Colorado (including but not limited to Charitable Solicitations Act, sales tax receipts, periodic report to the Secretary of State)
 - bookkeeping/accounting service to ensure timely and useful financial statements and reporting to the Executive Director, Finance Committee and the Board of Directors.
 - assistance to Finance Committee and Executive Director to create annual budget
 - create periodic fund auditing process and implement
 - compliance with document retention and destruction policy
 - coordination of filing system – both hard copy and electronic
- With Development Associate and Executive Director, ensure timely acknowledgement of gifts including preparing thank you letters for editing and signing, including tax receipts where appropriate; track and provide tax letters for in-kind gifts.
- With accounting service, prepare quarterly fund statements and cover letter to CFGV fundholders.
- Provide the Board of Directors and its committees with meeting materials, pre-meeting communications and other information, electronically and/or via hard copy; take notes at Board of Directors and Executive Committee meetings and other meetings as needed; ensure recording of signed Board of Directors' meeting minutes in the minute book when finalized/approved.
- Provide front desk hospitality by answering phones for CFGV and greeting visitors for both CFGV and Law of the Rockies; deliver outgoing mail to the post office.
- Maintain, retain, update and retrieve electronic and hard copy office files; provide for document destruction, as scheduled.
- Manage inventory of office supplies, keeping stock current; oversee maintenance of physical facility with Landlords
- Prepare periodic exports from accounting system for the Development Associate to import into Raiser's Edge.

- Provide back-office support to the Program and Education Coordinator in managing online grant applications, selection and award processes.
- Oversee and manage the scholarship application, review, award and contracting process, including all CFGV Scholarship funds and the Defensive Driving Award; work closely with the Development Associate, Program Associate and/or Executive Director to ensure that applications are complete; serve as the primary point of contact for scholarship applicants, parents and school administrators.
- Maintain Board/Committee meeting calendar and send meeting notices as necessary.
- Provide logistics support for all CFGV meetings, events, grant and scholarship award review meetings; assist in managing volunteers at all CFGV special events.
- Provide technology support and troubleshooting, including for the CFGV website, online giving portal, and grants and scholarship application processes.
- Otherwise support and back up the Executive Director in implementation of the strategic plan and achievement of the Board of Directors' goals.
- Other duties, as assigned.

KEY ATTRIBUTES:

Financial depth

Computer aptitude

Organizational proficiency

Penchant for detail

Ability to anticipate outcomes

Happy disposition

Love of community

Please submit you résumé to:

HR@CFGV.org